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ABSTRACT

The handbook, part of a series of committee reports relating to school band performance, organization, and equipment needs, is intended to assist high school band directors in developing rules and regulations to govern the school band marching phase. The guide is presented in 15 sections. Sections I and II explain how student involvement in marching band performances can benefit the student, the school, and the community. Sections III and IV outline band membership obligations. Section V proposes a grading system. Section VI clarifies qualifications for student officers and relates officer duties. Section VII describes the awards system. Section VIII explains factors the band director should consider regarding uniforms. Section IX identifies concerns related to marching band travel, particularly with regard to overnight trips. Section X outlines band protocol for host and visiting school football games. Section XI presents suggestions for rehearsal and performance procedures, musical concept, instrumentation, and marching style. Sections XII through XIV explain how to display and fold the flag and how and when to play the national anthem. The final section emphasizes the committee's intent that the guide provide useful suggestions to band directors. (Author/DB)

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Report of the Research Committee on "Administrative
Handbook for Marching Band."
AMERICAN SCHOOL BAND DIRECTORS' ASSOCIATION

J. Raymond Brandon, President

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RESEARCH COMMITTEE REPORTS

for the

18th ANNUAL CONVENTION

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General Chairman of Research

Alvin E. Pohms - Fraser, Michigan

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AMERICAN SCHOOL BAND DIRECTORS ASSOCIATION
Report of the Research Committee on
ADMINISTRATIVE HANDBOOK FOR MARCHING BAND

Logan O. Turrentine, Florida, Chairman

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I. STATEMENT

No one set of rules or regulations will work for every situation, and this handbook is prepared to assist the director in developing his own set of rules and regulations necessary to produce an outstanding marching unit.

II. PURPOSE

THE MARCHING PHASE OF THE HIGH SCHOOL BAND SHOULD BE LOGICAL; IT SHOULD HAVE PERSPECTIVE, MUSICAL PURPOSE AND EDUCATIONAL GOALS. IT SHOULD HAVE CORRELATION AND COORDINATION WITH THE SCHOOL PROGRAM AND PROVIDE PROPER AND REASONABLE COMMUNITY SERVICE.

The marching band will be an invaluable experience as it provides:

- A. development of the student's coordination, cooperation, self-discipline, pride and responsibility, both personal and organizational.
- B. service to the school and community through its participation at football games, parades, etc.
- C. constructive involvement in national music, proper display of and respect for the national colors and active participation in national events.

Each band director should be aware of his own local and state requirements and limitations in regard to acceptable for accomplishing these purposes.

Some areas to avoid are:

- A. Commercial functions (shopping centers, stores, professional games)
- B. Sectarian functions (political rallies, fraternal, religious)
- C. Excessive performances (during school time) - FUNCTIONS THAT EXPLOIT THE BANDSMAN.

III. MEMBERSHIP (Attendance)

When a student accepts a position in a marching band, he automatically accepts an obligation never to let his band down. Fellow bandsmen and the director can be very sympathetic when a member is absent due to illness, but should not be expected to tolerate other reasons.

Any absence or tardiness mars the effectiveness of the entire band.

The good bandsman never has an unexcused absence or tardiness.

A. Absences (Excused):

1. Sickness or emergency in the family: Students must do utmost to notify an officer or the director before the appearance time. A written excuse from the parents must be presented on the day of the student's return from the absence.
2. School business or other: Must be cleared at least one week (5 school days) before the requested absence. If at all possible, the student will be excused, but the director has the prerogative to refuse, if it conflicts with a public performance.

B. Absences (Unexcused):

1. A student missing a required turnout with an unexcused absence is automatically disassociated from the band. All notes from parents, other than those needed for school admittance, will be filed and become a permanent part of the student's record.
2. A report of absences and tardinesses will be posted for two school days following the turnout. Students should check these lists and report errors to the personnel officer. Students should not plan to leave a turnout or rehearsal in advance of the group dismissal time, unless arranged in advance by a written notice from the parents, or a request from another teacher in the case of conflicting activities.

C. Band Procedure:

1. Students absent as a final rehearsal before a performance should be replaced by a reserve.

2. Unexcused absence: Not allowed to participate at performance.
3. Excused absence: If style of show permits, allowed to march.

IV. MEMBERSHIP (Conduct)

- A. The student represents his community, his school, his home and himself when performing with his band. A student should take pride in this representation. His manner of dress and personal grooming must be meticulous. As a member of an identified group, every action is observed with interest by the general public. All bandsmen should respect their director, staff of officers and their chaperones. In many schools these persons are addressed as "Sir", "Ma'm", whichever the case may be. This procedure will also be followed when attendance is taken. The director, staff of officers, and the chaperones will give the band this same courtesy. All bandsmen will respect decisions and judgments made by the director, staff of officers, and the chaperones, regardless of the bandsman's personal opinions;

A bandsman should always feel free to offer constructive suggestions.

If the bandsman will read, interpret and follow the handbook, he will become accustomed to band procedures and thereby help build and maintain a fine organization. Band members must exercise self discipline and wear their uniforms with pride and respect.

B. Demerit System:

1. Issued by director or, in the absence of the director, upon the recommendation of the officers.
2. Demerits are issued for:
 - a. CONDUCT DETRIMENTAL TO THE REPUTATION OF THE _____ BAND AND THE _____ SCHOOL.
 - b. CONDUCT OR ATTITUDE THAT DETRACTS FROM THE EFFICIENCY OF A REHEARSAL OR PERFORMANCE.

The demerit form is made out in duplicate. The student who is receiving the demerit, signs it, thereby indicating that he has

received it. He will be given the original and the copy will be placed in his personal file for future reference. When a student has received two demerits within a semester, a notice is sent home to his parents, notifying them of the situation. This notice is sent via U.S. mail. The parent should sign this form and return it to the director.

When a student has received a total of three demerits in any one semester, he is placed on probation. Upon receiving four demerits, the student is referred to the school administration for possible disassociation from the band.

V. GRADING SYSTEM (Incorporating attendance and performance)

A. A student begins each grading period with a "B" in scholastic work.

B. THIS MAY BE RAISED IN THE FOLLOWING MANNER:

1. An "A" on scales, when called on.
2. An "A" on memorization of music.
3. An "A" average on the squad grade.

SQUAD GRADE:

To develop a feeling of responsibility to the band's performance and also individual pride in the quality of performance, students are placed in groups, or units, known as squads (4 or 8 or any number).

The director or an assigned officer will rate each squad twice weekly for the squad grade. Each member of the squad then receives this grade as his weekly grade.

These weekly grades are posted on Monday and will give the alert student an opportunity to raise his grade or work towards maintaining his high score.

C. THE GRADE MAY BE LOWERED BECAUSE OF THE FOLLOWING REASONS:

1. Weekly grade average:
 - a. Dismissed from rehearsal 0 - grade for day.

- b. Present, not participating 0 - grade for day.
 - c. Present, without music/instrument 0 - grade for day.
 - d. Tardy, unexcused 0 - grade for day.
 - e. Absent, excused 0 - grade for day.
2. Excessive demerits:
- a. Starting with the second demerit received within a grading period the grade is lowered one (1) letter for the SECOND demerit and one (1) letter for each additional demerit over the SECOND.
 - b. A student begins each grading period with an "A" in citizenship. This is lowered one (1) letter for each demerit received in that grading period.

VI. STUDENT OFFICERS AND DUTIES

A complete and careful review of the qualifications should take place before band officers are selected or elected.

A. MILITARY OFFICER/PRESIDENT

Directly responsible to the director for the uniformed appearance, discipline and courtesy of the band at all rehearsals, formations and uniformed appearances.

B. DRUM MAJOR

Will be responsible, in cooperation with the Military Officer/President, for the uniformed appearance, discipline and courtesy of the band. He is in control on the football field, in parade formations and responsible only to the director.

C. EXECUTIVE OFFICER/ 1st VICE-PRESIDENT

Is in charge of the permanent band records; issuance, posting, filing of all band orders, as authorized by the director. Serves as an assistant to the Military Officer/President. Sets up an emergency phone contact of all personnel.

D. DETAIL OFFICER/2nd VICE-PRESIDENT

Is in charge of the administration and general supervision of

the following: issue school instruments and equipment, make weekly check as to the proper care of same, assign instrument storage lockers and check weekly for neatness of same, assemble and issue drill sheets.

E. PERSONNEL OFFICER/SECRETARY

Maintain performance log, award points log, daily attendance record, write and record demerits issued by the director, average grades, keep personnel records.

F. BAND MANAGER

Supervise and be responsible for marked drill field, construction and design of props and special equipment for football games.

G. QUARTERMASTER/UNIFORM MANAGER

Maintain master uniform, costume and special equipment log, assist in issuance and collection of uniforms under adult supervision, keep uniform room in order at all times.

H. LIBRARIAN

Issue and collect all music required, maintain music in files set up by the director and responsible for lost or damaged music.

I. SQUAD LEADERS

Responsible for assigned squad at all rehearsals, performances, field formations. May also serve as section leader.

VII. AWARDS

Awards are presented to recognize the bandsmen who are always present, prompt and commendable for their musicianship, marchmanship and citizenship, by the director (to be assured of the director's recommendation, a student should not receive more than two demerits during any one semester).

A. AWARD POINTS (out-of-school time rehearsals and performances):

1. 5 points ON TIME
2. 3 points EXCUSED TARDY

3. MINUS 3 points UNEXCUSED TARDY
4. MINUS 5 points UNEXCUSED ABSENCE, BUT STILL IN MEMBERSHIP.

B. AWARDS EARNED

1. FIRST AWARD 95% or more of award points required
2. SECOND AWARD Must have received 1st award plus 95% or more of required award points.
3. THIRD AWARD Must have received 2nd award plus 95% or more of required award points.

AWARD POINTS MAY NOT BE EARNED SIMULTANEOUSLY FOR TWO AWARDS.

- C. Awards will be presented at a special activity - concert, banquet, or assembly.

VIII. UNIFORM

- A. Each director should develop a system of regulations for the proper care and wear of the uniform.
1. Each student must furnish and wear - shirt, socks, shoes, and tie - color?
 2. Each student must maintain uniform - cleaning and pressing - How frequently?
 3. Do not use the uniform or any part of it for anything other than band duties.
 4. Do not eat or drink anytime while in uniform - Exceptions may be made, but they will be announced.
 5. Suspenders must be worn at all times - no belts.
 6. The hat should be removed whenever entering a building.

7. All buttons must shine.
8. Do not wear heavy woolen socks - ankle type preferable.
9. No jewelry will be allowed, except class ring and watch.
10. Girls are not to wear, other than clear, fingernail polish at uniformed performances.
11. Girls are not to wear lipstick or heavy make-up while in uniform.
12. Boy's hair must be neatly trimmed at all performances. Hair must not touch coat collar.
13. Girls will wear a hair net. Hair must not touch coat collar, and bobby pins may be used as long as they are invisible.
14. THERE WILL BE NO EXCEPTIONS TO THE ABOVE REGULATIONS.
15. THERE SHOULD BE A PERSONAL INSPECTION BEFORE EACH UNIFORMED PERFORMANCE.

B. When checking out a uniform, be certain that it is complete. The student is to be charged for all missing articles at check in. Buttons must not be dented, and replacements may be received from the QUARTERMASTER/UNIFORM MANAGER.

IX. TRAVEL

A. Transportation Means

1. Be at the point of departure before the specified time in order to have your equipment loaded on the bus. Be seated with a minimum amount of motion and noise.
2. Keep head and arms inside bus at all times. Eliminate loud activity and cooperate with the driver at all times.
3. Singing in moderation can be a good morale and spirit builder, if not permitted to get out of hand.
4. Do not talk while roll and seating chart are being checked. Remain seated while the bus is in the city and during heavy

traffic. Wait until the officer in charge or the chaperone gives you permission to move around or change seats, etc.

5. Soft drinks, water and similar hazards will not be allowed on the bus, since they constitute a hazard to clothing and bus equipment.
6. Cards and other quiet entertainment are allowed, but gambling, playing for property or smoking will be sufficient reason for dismissal from the band.
7. During a stopover - meal or rest - note and remember the time of departure. Again, be back ahead of time.
8. Students should be in proper attire whenever leaving bus.

B. Hotel - Housing

1. Upon arrival at destination, unload personal baggage and wait patiently for check-in with your roommate. After receiving the room key, proceed to your room and wait for further instructions.
2. No one is permitted to visit any other room without the permission of the director or chaperones.
3. Rules for each trip should be stated before departure. It is the responsibility of the student to remember all rules.
4. A quiet attitude is expected in the halls, rooms, elevators, and lobbies.
5. Room assignments are to be made in advance and no changes will be permitted, other than those made by the director.
6. Possession of disturbing and destructive properties is sufficient reason for dismissal from the band.
7. Although maid service is provided in all hotels, students will keep their rooms reasonably clean and neat.
8. Students should remain in their assigned rooms and avoid congregating in large groups in any one room, hall or lobby.
9. Students are not to leave their rooms unless properly attired.

10. Room keys are to be left at the desk when you leave the hotel, unless you are instructed that it is permissible to do otherwise. Do not fail to turn your key into the person in charge when checking out.
11. No student will remove any item of hotel property as a "SCUVENIR" or "MEMENTO".
12. Use of phones is prohibited, except in an emergency to the chaperone's or director's room.
13. Be polite and considerate of others at all times.
14. Students will observe check-in and lights-out deadlines. Students must be fully prepared to retire by lights-out, and there will be no activity after curfew time.
15. The bulletin board is to be checked for announcements. The board will be in a prominent place - usually in the hotel lobby during an out-of-town trip.
16. Students will not visit or be visited by parents or relatives while on a school trip.
17. Students will ride only the group's chartered mode of transportation during a band's trip.
18. Boys will wear dress shirts with ties or sport shirts with coats at all times when appearing in public. "Tee shirts" are not permitted.
19. Girls will wear proper school attire.
20. NON-COOPERATION OR MISCONDUCT ON A TRIP IS NOT TO BE TOLERATED, AND THE DIRECTOR MAY SEND AN OFFENDER HOME AT ANYTIME AT THE PARENT'S EXPENSE.

X. PROTOCOL

A. Host School (Football)

1. Invite guest schools to home football games.
2. Contact visiting team's band director week to 10 days prior to game to verify band's appearance.

3. Mark off guest area and reserve for visitors.
4. Determine arrival time.
5. Change need for facility to change into uniforms.
6. Check music to be played.
7. Extend invitation for a combined pre-game formation, National Anthem presentation (arrangement-key), etc. to be conducted by the visiting band director.
8. Check timing of half-time show.
9. Check entrance and exit field position.
10. Guest to perform first at half-time formation.
11. Host is to contact visitors to proffer assistance, if needed.

B. Visiting School (Football)

1. Contact host band director in sufficient time to accept invitation.
2. Note accurate timing of half-time show to host.
3. Provide host with entrance and exit positions for half-time show.
4. Provide host with list of music to be performed.
5. Note time of arrival to host director.
6. Request facility for uniform change, if it is needed.

XI. ADDITIONAL SUGGESTIONS

The following items are too individualized to be presented to each band director as a "set of guidelines". With the multitude of materials, books, clinics, workshops, etc., available throughout the country, the desiring band director will set his own style, musical concept, and drill requirements. However, many of these items should be included in the director's individualized handbook in the vernacular of the individual band.

A. PHYSICAL MOVEMENTS

1. Command used
2. How to stand at attention, at ease, etc.

B. REHEARSAL PROCEDURES

1. Music rehearsal
2. Marching rehearsal

C. PERFORMANCE PROCEDURES

1. Seating in stands
2. Rules for playing and not playing
3. Rules for returning to stands after performance
4. Rules for wearing of uniform (all types of weather)

D. MUSICAL CONCEPT

1. Complete statement of musical concept of the band.

E. INSTRUMENTATION

1. List ideal instrumentation
2. List actual instrumentation
3. Diagram marching order
 - a. Football routines
 - b. Parades

F. MARCHING STYLE

1. Complete description
2. Compare marching style to other styles

The above do not have to be involved. A basic statement should

be sufficient. The why details can be covered in rehearsal activity.

XII. THE NATIONAL COLORS - FLAG

- A. The flag may be displayed at night for special occasions to produce a patriotic effect.
- B. The flag should be hoisted briskly and lowered ceremoniously.
- C. The flag should not be displayed in stormy weather.
- D. The American flag should always be to the right of other flags, or to the front and center of the flag line, when carried in a parade front.
- E. The flag should be mounted on a staff or, if displayed flat, suspended so that it folds fall free, whenever it is displayed on a float or in a parade.
- F. The flag is NOT to be draped over the hood, top, sides or back of any vehicle. When displayed on a motor car, the staff should be attached firmly to the chassis or radiator.
- G. The flag should never be carried flat or horizontally, but always free and aloft.
- H. A flag bearer should hold a portion of the flag against the staff ONLY when lowering it through a doorway. Otherwise, the flag should always hang free.
- I. The correct manner to carry the flag into a lodge or meeting room and placement into a stand - The color bearer, followed by escort, marches to the front of the hall and faces audience. Escorts take position on either side of flag-bearer. The audience may recite the Pledge of Allegiance and follow with singing of the National Anthem. Bearer places flag in its stand, audience is seated and detail departs.
- J. The correct manner to carry flag at side of body - The staff is held vertically in right hand, gripped between thumb and forefinger, back of hand to the right, arm extended downward. The staff rests against the outer side of the shoulder with the base of the staff midway between the hip and knee.

XIII. FOLDING OF THE FLAG

- A. Two persons hold length of flag flat and horizontally between them
- B. Fold lower striped section lengthwise over the blue field, bottom to the top edges meeting.
- C. Folded edge is then folded to meet the open edge.
- D. A triangular fold is started by bringing stripped corner of folded edge to meet the open edge.
- E. Outer point is turned inward parallel with open edge, forming a second triangle.
- F. Continue triangular folding until entire length of flag is folded.
- G. When flag is completely folded only the blue field should be visible in a triangular shape.

XIV. NATIONAL ANTHEM

- A. The National Anthem should be sung or played only where its message can be projected effectively.
- B. Since the message of the National Anthem is carried largely in the text, it is essential that the singing be emphasized.
- C. The audience should be invited to participate in the singing of the National Anthem with the statement "We shall now sing our National Anthem" or "_____ will lead you in singing our National Anthem".
- D. The singing audience should always stand facing the flag or the conductor in an attitude of respectful attention. Outdoors, males wearing hats should remove them.
- E. It is suggested that the members of the band or orchestra stand while playing the National Anthem, providing circumstances permit.
- F. If only one stanza is to be sung, the first stanza should be used.
- G. The National Anthem is customarily sung at the opening of a

meeting or concert, but special circumstances may dictate placing it elsewhere.

- H. In publishing the National Anthem for general singing, the melody, harmony and syllable division of the Service Version of 1918 should be used. In publishing for vocal groups, the voice parts of the Service Version is recommended. For purposes of quick identification, the words "Service Version" should be printed under the title.
- I. It is not considered properly tasteful to make or use sophisticated concert versions of the National Anthem as such. This does not refer to incorporating the National Anthem, or portions of it, in extended works for band, orchestra or chorus.
- J. The key of A-flat is preferable for massed singing by adults. The key of B-flat may be used for treble voices.
- K. The last two measures may be used as an instrumental introduction.
- L. Care should be taken to establish a key whenever the National Anthem is sung unaccompanied.
- M. The metronome marking of the Service Version is 104 for the verse and 96 for the chorus.
- N. The slighting of note values in playing or singing of the National Anthem seriously impairs its beauty and effectiveness. Correct note values should be rehearsed painstakingly.
- O. This code for the National Anthem is intended to apply to every mode of civilian performance and to the publication of the music for such performance.

XV. CONCLUSION

It is the sincere desire of this committee that the material included in this report will be pertinent and useful.

- * The material about the flag is obtainable from "Veterans of Foreign Wars", "ETIQUETTE OF THE STARS AND STRIPES". Kansas City, Missouri.

August 1, 1970

Marching Band Handbook Committee
Logan O. Turrentine, Chairman